Preparing a Summary Proposal

This job aid details the information required for creating a Summary Proposal for submission of non-Grants.gov proposals. (For complete step-by-step instructions for entering the information, please see the Prepare a Proposal, Routing and Approval eLearning video.)

WHO:
- Department Administrators
- College Administrators
- Principal Investigators

WHEN:
- Creating a proposal that does not require system-to-system (Grants.gov) submission

HOW:
1. Select the Create Proposal link found within the Proposals Channel on the Researcher Tab

![Create Proposal Link](image)

2. You are now in a new Proposal Development Document with the Proposal tab open to the first panel

3. Complete the required information on the Required Fields for Saving Document panel and click save; from here you will be able to navigate to any tab or panel within your proposal

Note: The following information can be completed in any order, so the steps have not been enumerated

Data / Documentation required for a Summary Proposal

Proposal Tab – Sponsor and Program Information
• Search for and select the **Prime Sponsor**, if applicable
• Enter the **Sponsor Deadline** date, if applicable
• Enter the **Sponsor Deadline Time**, if applicable
• Enter the **Opportunity ID**, if applicable
• Check the box “Does this proposal include subawards?”, if applicable

**Proposal Tab – Key Words**

• Search for and select the appropriate Country if the project includes International Activities

**Key Personnel Tab**

• Add all the individuals who are considered Key Personnel on the project. The term “Key Personnel” is generally defined as those who contribute in a substantive, measurable way to the scientific development or execution of the project. Please note that when adding Key Personnel, if “Key Person” is selected for the Proposal Role then a required text box will appear. Please add the Key Person’s title or role on the project.
• Principal Investigators and Co-Investigators will be required to answer the questions on the Proposal Person Certification subpanel. They can either answer the questions prior to proposal route, or when the proposal has been routed to their level of approval.
• Complete the Combined Credit Split information for all investigators by selecting the appropriate PI Profile
  o For Key Personnel who should be included in the Credit Split, click the add unit details button located in the Unit Details subpanel.
• Enter 100% in the Post Award Unit column (white row shown below) for the unit that will be acting as the bookkeeping unit, and then 100 in the associated investigator line. All other investigators will need to enter 100 in their first unit listed in order to pass validations (however their investigator line will remain at zero)
• If there is no Space credit that needs to be designated in the proposal, enter the same information in the Space column that appears in the F&A Allocation column.
  o If one of the investigators included on the Combined Credit Split panel has space credit, assign 100% of the space to the investigator associated with the space and the unit the space is in. All other investigators should be assigned 100% in their first unit in order to pass validations (however their investigator line should remain at zero).
  o If more than one of the investigators included on the Combined Credit Split panel has space credit, divide the applicable number of investigators by 100% and enter that percentage in their investigator line. Thus, if space credit is split between 2 investigators, each will receive 50%; between 3 investigators, the credit will be 34%, 33%, and 33% respectively, and so on.

Note: The dark gray rows (marked by the arrows above) indicate the split between the *investigators*, whereas the white rows (marked by the boxes above) indicate the credit split for a single investigator between their appointed units.
Special Review Tab

- Enter special review lines if the proposal involves the inclusion of human subjects, animals, or includes export-controlled information, if known at the time of proposal

Custom Data Tab

- Identify any voluntary committed cost sharing included in the proposal

Abstracts and Attachments Tab

- At a minimum attach the scope of work, detailed budget (if not creating the detailed budget using the KC Budget module), budget justification, any sub-recipient commitment forms, and other supporting documentation in the Internal Attachments area

Questions Tab

- Answer all questions contained in the Standard Proposal Questionnaire

Budget Versions Tab

- If creating a detailed budget, using the KC budget module is preferred, however it is not required for summary proposals. If submitting the budget using a spreadsheet, you will need to create a budget and enter required information. To do so, please do the following:
  1. Create and open a Budget Version. It is recommended that you name your budget version “Summary Budget” and click the open button
    - KC will display the Parameters Tab
  2. Adjust the period boundaries in the Budget Periods & Totals subpanel, if necessary
  3. For each budget period, enter the Direct Cost, F&A Cost and required Cost Sharing (if applicable) amounts under the appropriate heading.
  4. The application will automatically calculate the Total Sponsor Cost for each budget period as well as inputting the total Direct Cost, F&A Cost, Unrecovered F&A Cost (if applicable), and Cost Sharing (if applicable) amounts when you click save or calculate all periods
  5. Click the Final? checkbox in the Budget Overview panel
  6. Click save
  7. Click the Return to Proposal button located in the top right-hand corner
• Provide your budget via email or notification to either your OSP Proposal Team or Business Connect once your budget has been completed so the attached budget and Summary Information can be reviewed. Following review and approval by either OSP or BC, the budget status will be changed from Incomplete to Complete.

Proposal Actions

• Click the submit button at the bottom of the page, note that Data Validation will automatically engage and present any errors or warnings.
• Fix any errors in the proposal, if applicable. Once all errors are corrected, click the submit button to start the institutional approval process.